

GRADE 10 ICT RECORDS OF WORK TERM 2

Week 1 Header

TER M	WEE K	DATE S	MON	TUE	WED	THU	FRI
2	1						

Week 1 Main Records of Work

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT		1	2.0 Productivity Tools - 2.1 Word Processing: Explain the meaning and importance of word processing tools. Why are word processing tools important in document creation? Brainstorm uses of word processors and discuss their role in offices and schools.	Computers, projector, word processing software	Observation, oral questions
Grade 10 ICT		2	2.0 Productivity Tools - 2.1 Word Processing: Identify examples of word processing software. Which word processing software do you know? Learners explore Microsoft Word, Google Docs and LibreOffice.	Computers, internet, projector	Checklist, oral questions

Week 1 Footer Table

General comments if any	Headmaster	Date

Week 2 Header

TER M	WEE K	DATE S	MON	TUE	WED	THU	FRI
2	2						

Week 2 Main Records of Work

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT		1	2.0 Productivity Tools - 2.1 Word Processing: Create a simple text document using word processing software. How can we create a professional text document? Teacher	Computers, word processing software	Practical assessment

			demonstration then learners type a short document.		
Grade 10 ICT		2	2.0 Productivity Tools - 2.1 Word Processing: Apply basic formatting to text. How does formatting improve a document? Learners practise font formatting, alignment and spacing.	Computers, projector	Observation, practical work

Week 2 Footer Table

General comments if any	Headmaster	Date

Week 3 Header

TERM	WEEK	DATE	MON	TUE	WED	THU	FRI
2	3						

Week 3 Main Records of Work

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT		1	2.0 Productivity Tools - 2.1 Word Processing: Insert images and tables in a document. How can visuals improve documents? Learners insert tables and images in documents.	Computers, sample documents	Practical exercise
Grade 10 ICT		2	2.0 Productivity Tools - 2.1 Word Processing: Use spell check and editing tools. How do editing tools improve writing? Learners practise spell check, auto-correct and editing.	Computers	Observation, oral questions

Week 3 Footer Table

General comments if any	Headmaster	Date

Week 4 Header

TERM	WEEK	DATE	MON	TUE	WED	THU	FRI
2	4						

Week 4 Main Records of Work